

TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP
MEETING MINUTES

Wednesday, October 13, 2004

Meeting was held in the 1st Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

Present:

Members:

Alan Hull, Chair

Marc Johnson, Vice Chair, DNR

Guy Cranor, OSP

Sgt. John McIntosh, WDFW

Jose Zuniga, DOC

Don Miller, EMD

Minutes:

Dana Little, WSDOT

Guests:

Jim Hall, WSP

Bob Johnson, KITTCOM (via telephone)

David Babbitt, Motorola

Travis Boettcher, Motorola

Approval of Minutes:

The meeting minutes from 9/29/04 were reviewed and approved with one minor correction, and the corrected copy forwarded to Dennis Hausman for re-posting.

Report on DOC (McNeil Island) Partnership with the City of Tacoma (Jose Zuniga)

- Region 43 did approve ITAC 4 for the use by DOC in the interim.
- The license is still in the pending process; discussion is being had of the fine points.

OSCCR Update

- Discussion occurred on wideband versus narrowband.
- Can't use OSCCR in areas where there is an adjacent channel unless of an emergency.
- Discussion occurred involving whether or not it is necessary to have OSCCR cover communications back to base stations, and the pros and cons of this. A point was made that each agency should use their own communication system for back to base communications, and OSCCR only for on scene, so as not to tie up the frequency.
- Discussion occurred on the advantage of having local PSAP access to OSCCR, and it was said that if this was so, that a definite set of regulations would need to be laid out.

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Use of Federal Interoperability Frequencies with Sponsorship for use by State agencies.

- Don Miller talked about the DHS (Department of Homeland Security) will contact frequency coordinators and will sponsor as long as they follow NTIA frequency rules.
- Have applied for FCC and VTAC Channels as well.
- A list of sites needing to be licensed from each member needs to be submitted.

Equipment & Specification Review Work Group

- Alan Hull explained the group's process.
- Guy Cranor spoke with Jack Zeigler and he said that there are no requirements to have these meetings open to the public.
- Guy Cranor was tasked with writing up a mission and expected activities of this group and present at the next Technical Meeting to review and eventually pass on to the SAW Group.
- Guy was also tasked with coming up with a definition of an open meeting and what the State is required to do as well as devising a recommendation of proposed memberships.

Assignment from the SAW Group of Obtaining Frequencies and Implementation and Rollout of the Risk/Severity Matrix

- Discussion occurred amongst the group on how we would get the matrix out to people who use it.
- Don Miller was tasked with devising how the matrix will be promulgated, with information to be presented at the next Technical Frequency Work Group Meeting.
- Guy Cranor was tasked with devising a training document to provide that would show how OFM would be paid.
- It was decided to recommend to the SAW Group that DIS handle the distribution and training.

Miscellaneous Business

- Discussion occurred on having some kind of a standardized site leasing process because of some of the time constraints that are present in the lease process, as well as getting rite of early entry as soon as approval has been reached.
- Discussion occurred involving concern on WSP licensing narrowband channels. It was decided that Sgt. McIntosh would devise a recommendation to review and present to the SAW Group.

The next scheduled meeting for the Technical Frequency Management Work Group will be held on Wednesday, October 27, 2004 from 10:00am-12Noon. The location of the meeting is at DIS 1110 Jefferson Street SE, Olympia.